

BY ORDER OF THE COMMANDER

SAFB SUPPLEMENT 1

AFI 91-202

9 January 2001

Safety



THE US AIR FORCE MISHAP PREVENTION PROGRAM

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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HQ AETC/SEG; 2 AF/SE

AFI 91-202, 1 August 1998 , is supplemented as follows:

1.6.12.7. (Added) (SAFB Sup 1) The 82 CES vehicle control officer or NCO will provide the 82 TRW Safety Office the total monthly mileage of assigned General Service Administration vehicles no later than the third calendar day of each month. This will be included on the monthly AETC Form 740, **Ground Mishap and Safety Education Summary Report**.

1.6.12.8. (Added) (SAFB Sup 1) The 82 CES Operations Flight will notify the 82 TRW Safety Office when construction or renovation of munition facilities has been requested within the approved-sited explosives clear zones.

1.6.13.9. (HQ AETC Sup 1) Ensure appointment letters for primary and alternate unit ground safety representatives (USR) and weapons safety representatives (WSR) are forwarded to the 82 TRW Safety Office. Include their functional office symbol and duty phone number. The persons assigned this additional duty should be enthusiastic and motivated toward safety and also remain in this duty for a minimum of 1 year. The military representative must be in the grade of E-5 or above and have 12 month's retainability.

1.6.13.11. (Added) (SAFB Sup 1) Ensure safety documents are available. All unit buildings deemed appropriate by the squadron commander will have one bulletin board conspicuously located so personnel can have reasonable access and as a minimum the bulletin board must contain:

1.6.13.11.1. Blank AF Forms 457, **USAF Hazard Report**

1.6.13.11.2. AFVA 91-307, **Air Force Occupational Safety and Health Program**

1.6.13.11.3. SAFBVA 91-1, **Mishap Notification**

1.6.13.11.4. 82 TRW Commander's/Group/Squadron Commander's Safety Policy Letter

1.6.13.11.5. Department of Labor (DOL) Form CA-10, **Federal Employee Injury Instructions** (if applicable)

1.6.13.11.6. DOL Form LS-242, **NAF Employee Injury Instructions** (if applicable)

3.1.4.1. (Added)(SAFB Sup 1) Annual ground safety inspections of tenant units (except the 80 FTW) will be limited to a physical inspection of facilities and applicable Air Force safety program management elements unless otherwise specified in host-tenant support agreement or memorandum of agreement. Designated employee representatives will be informed of unit inspection dates by the 82 MSS Labor/Employees Relations Section. The annual 82 TRW Safety Office inspection schedule and inspection notification letters will be sent to 82 MSS/DPCE for forwarding to designated employee representatives.

3.6. (Added) (SAFB Sup 1) High interest areas are identified on the 82 TRW Safety Office's annual inspection schedule that is distributed to units in December of each year.

6.2. (HQ AETC Sup 1) 82 TRW Safety will schedule required training for group and squadron USR and WSR representatives. Appointed safety representatives below the squadron level will be trained by the applicable USR.

8.2.14. (HQ AETC Sup 1) The 82 TRW USR meetings are chaired by 82 TRW Safety. The USR meetings convene every other month (January, March, May, July, September, and November) on the second Thursday at 1400 or at the call of 82 TRW Safety in the 82 TRW conference room, building 400. The primary or alternate USR, or a representative, from each unit must attend.

8.2.15.7. (HQ AETC Sup 1) USRs must conduct at least one spot inspection within their assigned unit each month. Document these inspections on either a general-purpose form or a computer-generated log. The record will contain (as a minimum and as appropriate) the USR's name, area inspected, inspection date, finding(s), corrective action(s), and follow-up/closing actions. Maintain copies of spot inspections for 1 year.

10.10.2 (HQ AETC Sup 1) Weapons initial and annual safety training will be given by either the assigned unit WSR or the functional supervisor and documented. Exercise Evaluation Team members who detonate munition items will receive annual training from the Dyess AFB Explosives Ordinance Disposal (EOD) detachment personnel. This training will be documented on an AF Form 483, **Certificate of Competency**.

Attachment 9, A9.15 (HQ AETC Sup 1) The 82 TRW WSR quarterly meeting is chaired by the 82 TRW weapons safety manager. The WSRs will be advised of the date, time, and location of each meeting. The primary, alternate WSR, or a representative from each applicable organization must attend.

SHARLA J. COOK, Brigadier General, USAF
Commander